

HINDUSTAN SHIPYARD LIMITED:: VISAKHAPATNAM - 530 005

(A Government of India Undertaking)

[Eighty-Five years of Service to the Nation]

ADVT NO. HR/ES(O)/0102/05/2026 Dt 16 Jul 2026

HSL is the pioneer Shipbuilding and Ship Repair Yard functioning under the Ministry of Defence. The Company is looking for suitably qualified and experienced personnel for the following posts:

On Fixed Term Contract (FTC) Basis:

SI	Name of the Post	Post Code	No. of Posts
F1	Executive Coordinator - Corporate Affairs	05/2026/FTC01	01

Important dates for present recruitment process are as indicated below:

IMPORTANT DATES	
Date of commencement of ONLINE application for all posts	16 Jul 2026 From 1000 hrs
Last Date for ONLINE submission for all posts (Once submitted editing is not allowed)	30 Jul 2026* upto 1700 hrs - For FTC Posts <i>* Date of Post(s) advertised could be extended at the discretion of HSL.</i>
Walk In Interview	31 Jul 2026

1. On Fixed Term Contract (FTC) Basis:

S.No	Name of the post (Grade)	Remuneration (Consolidated Pay)	Max. Age As on 16 Jul 2026	Qualification	Professional experience as on 16 Jul 2026
F1	Executive Coordinator - (Corporate Affairs) On fixed term contract basis for a period of 06 (Six) Months.	Rs. 75,000/- Per Month	Maximum age limit is 56 years	<u>Essential:</u> (i) Degree in any discipline from a recognized University / deemed university / Institute recognized by UGC. OR (ii) Ex-Serviceman not below the rank of Master Chief Petty Officer (MCPO) in the Indian Navy (or equivalent). <u>Desirable:</u> (i) MBA / PG Diploma in Management / Administration / Logistics / Supply Chain Management from a recognized University / Institute. (ii) Knowledge of procurement procedures, Integrated Logistics Management System (ILMS). (iii) Experience in Shipyard / Dockyard / Defence establishment administration and project coordination.	<u>(a) Essential:</u> (i) The Candidate should have Minimum 05 year's post-qualification experience in Administration, Office Management, Secretarial Works, Liaisoning with Indian Navy / Defence PSUs on Project Coordination and other matters related to administrative, logistics and secretarial functions. OR (ii) Retired Master Chief Petty Officer (MCPO) from Indian Navy with minimum 10 years of cumulative service in the said rank and demonstrable experience in handling secretarial matters, protocol, liaisoning and administrative coordination at the level of Chief of the Naval Staff / Flag Officer / Command Headquarters / Material Organizations. <u>(b) Desirable:</u> Retired personnel of the rank not below the Master Chief Petty Officer (MCPO) from Indian Navy will be considered.

GENERAL TERMS AND CONDITIONS

- (i) **Method of Selection**: Candidates have to attend walk-in interview which shall be held at Hindustan Shipyard Limited, Visakhapatnam as per the scheduled date and time along with online submitted application form and all original certificates.
- (ii) The appointment is on fixed term contract basis for a period of 06 months and doesn't carry any liability on HSL for regular appointment at any stage.
- (iii) The Contract may be terminated by either party by giving one-month notice in writing.
- (iv) Candidate not qualified/shortlisted/selected will not be provided any reason for the same.
- (v) Training period of the candidate in any organization as Apprenticeship/ Internship shall not be counted as work experience. while calculating post qualification experience.
- (vi) **Application fee**: Application Fee is **Rs.300/-**. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying. Payment should be made through online and the receipt of the online payment is to be saved for future reference.

GENERAL INSTRUCTIONS:

- i. Indian Nationals only need to apply.
- ii. **Candidates have to mandatorily register and fill up online application form which will be made available in our “Careers” under “Human Resources” of HSL website: <https://www.hslvizag.in> between 1000hrs on 16 Jul 2026 to 1700hrs on 30 Jul 2026.**
- iii. **Candidates should attend Walk-in interviews at HSL, Vizag as per the scheduled date and time. Requests regarding change of interview date will not be entertained.**
- iv. Print-out of the filled Online Application along with **mandatory enclosures** viz., Self-attested copies of Degree/PG Marks lists, Provisional Certificate, Experience certificates and **Annexure-I** must be upload during online application submission and also carry at Walk-in interview.
- v. Verification of Original Certificates will be done at the time of interview. All original documents such as Degree Certificate, Experience Certificates etc., will be checked at the time of interview.
- vi. Candidature of a candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not in conformity with the eligible criteria mentioned in the advertisement.
- vii. Mere possession of the requisite qualification and experience will not confer any right to be called for interview. However, the Management reserves the right to relax qualifications/experience/age in the case of exceptionally experienced and qualified candidates.
- viii. The Management reserves the right to create and operate a panel of shortlisted candidates.
- ix. The Qualifying Requirement /Experience shall be reckoned as on the last date as shown above.
- x. The Management reserves the right to Increase or decrease the number of posts or consider for lower posts/grades to meet the organizational requirement.
- xi. No TA shall be paid to outstation candidates for attending above walk-interview.
- xii. The Management reserves the right to raise the minimum eligibility standards, change the selection criteria, and cancel the recruitment process without assigning any reasons
- xiii. **Any corrigendum/ addendum to this advertisement will be displayed only on the Company’s website <https://www.hslvizag.in>. Applicants are requested to visit the website from time to time for all updates.**
- xiv. In case of difficulty in registration or for any clarification, candidates may address through email to recruitment@hslvizag.in

EXPERIENCE DETAILS (Annexure - 1)

Please describe briefly here how your experience is relevant to the post applied for: -

Sl. No.	Name of the Organisation	Designation & Grade	Nature of Duties (Detailed)	No. of years	Salary/CTC